



PERSONNEL SUPERVISOR I  
DEPARTMENTAL PROMOTIONAL SPOT FOR  
SACRAMENTO  
FINAL FILING DATE: JUNE 15, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL  
PROMOTIONAL  
SPOT FOR

HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in this location. Indicate the location for which you are applying directly under the examination title on your application.

WHO MAY APPLY

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE** and personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.** THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL: Department of Transportation  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816  
(916) 227-4946

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

REASONABLE  
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.

SALARY RANGE

\$3418 - \$4155

WRITTEN TEST DATE

The written test is scheduled for August 5, 2006.

REQUIRED  
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR  
ADMITTANCE TO  
THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**NOTE:** All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

MINIMUM  
QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

ADDITIONAL  
DESIRABLE  
QUALIFICATION

Familiarity with automated systems.

POSITION  
DESCRIPTION

This is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. Incumbents develop and provide training and technical assistance to internal and departmental staff.

EXAMINATION  
INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.

WRITTEN TEST – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
3. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

discrimination and harassment.

EXAMINATION  
INFORMATION  
(CONTINUED)

- B. Ability to:**
1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
  2. Independently interpret and use reference material.
  3. Give and follow directions.
  4. Gather data.
  5. Design and prepare tables, spreadsheets, and charts.
  6. Advise employees of their rights.
  7. Consult with supervisors on alternative actions which they may take on various transaction situations.
  8. Communicate effectively.
  9. Operate a computer keyboard/terminal.
  10. Establish and maintain cooperative working relations with those contacted during the course of the work.
  11. Organize and prioritize work.
  12. Create/draft correspondence.
  13. Maintain personnel records.
  14. Represent the department on intra/interdepartmental teams.
  15. Coordinate a variety of personnel/payroll transactions.
  16. Research critical transactions and recommend alternative solutions.
  17. Plan, organize, direct, and evaluate the work of subordinate staff.
  18. Analyze work processes, evaluate suggestions, and develop and implement effective courses of action.
  19. Effectively present ideas and recommendations.
  20. Develop subordinate staff and assess training and developmental needs.
  21. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
  22. Greater emphasis is placed on supervisory and program administration skills at each higher level in this class.

EDUCATION AND  
EXPERIENCE  
EVALUATION

If conditions warrant, this examination may utilize an evaluation of candidate’s experience and education compared to standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST  
INFORMATION

A departmental promotional spot eligible list will be established for the Department of Transportation in Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

VETERANS  
PREFERENCE  
POINTS

Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

**It is the candidate’s responsibility** to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4946 three business days prior to the written test date if he/she has not received his/her notice.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*